

Fort Hays State University FHSU Scholars Repository

Forsyth Library

Buildings and Facilities

6-27-2016

Fort Hays Kansas State College Forsyth Library Leaflet - No. 1

Forsyth Library, Fort Hays Kansas State College

Follow this and additional works at: http://scholars.fhsu.edu/library_bldg

Recommended Citation

Forsyth Library, Fort Hays Kansas State College, "Fort Hays Kansas State College Forsyth Library Leaflet - No. 1" (2016). *Forsyth Library*. 69.
http://scholars.fhsu.edu/library_bldg/69

This Brochure is brought to you for free and open access by the Buildings and Facilities at FHSU Scholars Repository. It has been accepted for inclusion in Forsyth Library by an authorized administrator of FHSU Scholars Repository.

FORT HAYS KANSAS STATE COLLEGE

FORSYTH LIBRARY LEAFLET--No. 1



GENERAL INFORMATION

A series of guides (*Forsyth Library Leaflets*) is offered to you as an invitation to come to the library and to help you use its resources and services. These guides offer just a minimum of information and only supplement the service of the librarians.

STUDENT OBLIGATION IN USE OF THE LIBRARY

Since the library is a laboratory for students, it should be a place where you can concentrate on studies and pursue intellectual interests. A very serious problem resulting mainly from space difficulties is that of noise in the library. If necessary, noise could be reduced by enforcing "quiet" rules. However, we prefer to leave it up to you. You have an obligation to make the library a place conducive to study and intellectual activity.

STUDENT LIBRARY ASSISTANTS

Selected students serve as assistants in Forsyth Library. These students receive only a brief orientation and are not professional librarians. Their responsibility is to provide students with requested materials. They DO NOT alter library rules or policies for any individual. If your problem is special -- see one of the professional staff members.

IDENTIFICATION

Each student receives a college identification card at registration time. Forsyth Library uses the I.D. card to identify students using library materials. It is the student's protection against illegal use of his name. The I.D. card should be carried at all times and must be presented whenever library materials are checked out. (Activity tickets are acceptable only until you receive your I.D. card.) All persons who are not issued I.D. cards may obtain library permits at the Circulation Desk.

BORROWING LIBRARY MATERIALS

When you borrow library materials be sure you understand the regulations governing their use. When you are in doubt - ask a librarian. You are personally responsible for the safety, proper use and return of all library materials charged in your name. The number of books you may borrow is not limited except by the needs of other members of the college.

STACK PERMITS

The present plan in operation at Forsyth Library is "closed stacks". However, stack permits are available to seniors, honors' seminar students, library assistants, library science students, and graduate students upon request at the circulation desk. Other students doing work which warrants working in the stacks may obtain permits upon presentation of a statement from their instructor.

STACK LOANS

Stack books are checked out for a period of two weeks and may be renewed. Books are renewed only when returned to the library for stamping and checking records. No renewals are made by telephone or by lists. Books must be returned to the desk from which they are borrowed or they will be considered over-due.

OVER-DUE NOTICES

The library is not obligated to send notices that a book is over-due. You receive an over-due notice as a courtesy. Failure to receive one will not be considered reason for cancellation of your fine.

RENEWALS

Library materials may be renewed by bringing the item to the desk from which it is borrowed. If the material is not needed by another person, it may be renewed several successive times for the same circulation period. Because a book may be overdue, or needed by someone else, and also because of possible confusion in an oral transaction, books will not be renewed by telephone.

FINES

In Forsyth Library, fines are not intended to be a penalty; instead they are set up to emphasize the need for promptness and to protect the majority of readers from occasional irresponsible ones. Library books must be shared, and a careless delay in returning a book may seriously inconvenience another reader. Fines for stack books are 10¢ a day until a maximum of \$1.50 per book is reached, at which time the book will be considered lost and lost-book charges will be made. Unpaid fines are reported to the Registrar at the end of each semester. Since this is an indebtedness to the college, students will not be permitted to enroll and transcripts will be withheld pending settlement of library bills.

LOST BOOKS

Since library books and materials are purchased from tax funds, the library is obliged to charge for lost items. Lost items will be billed at the cost of replacement, plus \$1.50 processing charges.

MUTILATED BOOKS AND MATERIALS

Mutilation of library materials is both a state offense and a matter for college disciplinary action.

NEW BOOK LIST

At the Circulation Desk, Reference Desk, and Documents Desk, there is available a mimeographed monthly selected list of new materials which have been added to the library collection. The list is arranged by the Dewey Classification in broad subject areas.

TELEPHONES

There is a public telephone at the campus entrance to Forsyth Library. Campus telephones are for business use only. Library users cannot be called to the telephone except in emergencies.

LIBRARY INSTRUCTION

During each semester an elective two-hour credit course is offered, teaching the use of the library and library materials. This course is listed in the college catalog under Library Science - "Introduction to Bibliography - 21".

GENERAL LIBRARY HOURS

Monday - Thursday	7:30 a.m. - 10:00 p.m.
Friday	7:30 a.m. - 9:00 p.m.
Saturday	8:00 a.m. - 5:00 p.m.
Sunday	2:00 p.m. - 5:00 p.m. (as posted)

FILM SERVICE

Monday - Friday	8:00 a.m. - 12:00 Noon 1:00 p.m. - 5:00 p.m.
Saturday	8:00 a.m. - 12:00 Noon

Variations from this schedule for holidays are posted at the service desks, on the bulletin board outside the front door, and in the College Leader.

"We like grins better than growls but the latter are preferable to indifference. So whether you come in grinning or growling, you are welcome!" (Lawrence Clark Powell)